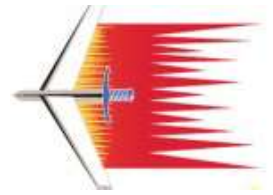




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2023-21

Open: 1 MAR 23 Closes: 15 MAR 23

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Air Traffic Controller	1C171	MSgt/E-7	0075801134

ADVERTISE: Nationwide

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 235th Air Traffic Control Squadron

39563 Warrior Way, New London, NC 28127

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Mr. Scott Stevenson	scott.stevenson.5@us.af.mil	704-422-2551	484-2551

DUTIES AND RESPONSIBILITIES

Serves as Air Traffic Controller and/or Watch Supervisor in assigned ATC facilities. Directs movement of aircraft in flight and on the ground utilizing pilot and controller reports, radar presentations or a combination of methods in close coordination with other controllers. Under restrictive time and space limitations, formulates and issues ATC clearances and instructions to provide for the required separation and or sequencing of all IFR, SVFR, and VFR traffic within delegated airspace. Adjusts aircraft flight paths, assigns arrival and departure routes to various types of aircraft, arrival and departure runways, adjusts speed, and issues altitude restrictions to accompany multiple types and performance level of civilian and military aircraft to affect separation and expeditious traffic flow as prescribed in FAA JO 7110.65. Provides assistance to both experienced professional and inexperienced student pilots within the airspace and ensures expeditious traffic flows are maintained. Provides mandatory additional services and assistance to aircraft to include those experiencing in-flight emergencies, hijacking and unlawful seizure, pilot disorientation, and to those aircraft otherwise experiencing distress during flight. Participates in a host of Transportation Security Agency (TSA) and FAA mandated homeland security procedures and implements federal and local guidance and direction for aircraft operations within terminal areas. Formulates and issues IFR and SVFR clearances and VFR advisory information. Coordinate Notices to Airman (NOTAM) actions and airfield advisories in order to provide information to all users of appropriate airports and ATCALS facility. Operates, trains, and provides preventative maintenance on a host of automated communications and display hardware and software systems that are integral and vital to the operation of the air traffic control facility. Types of systems include but are not limited to: Enhanced Terminal Voice Switch (ETVS), Digital Voice Recording Systems (DVRs), Instrument Landing System (ILS) Remote Status Indicator (RSI), Non-Directional Beacon RSI, Information Data Systems (IDS-5) and Tower Simulator System (TSS). Ensures all equipment functions within the required standards, while operating at peak efficiency by all controllers. Maintains communications with aircraft and adjacent facilities to transmit and receive instructions and information relative to flight. Determines when backup or alternate communications are required and places same in operation as appropriate. Investigates possible equipment outages, and issues appropriate advisories to aircraft. Ensures adjacent facilities and aircraft operators are advised of additional support requirements during equipment outages. Provides training on systems to ensure controllers understand and apply correct equipment system operations. Serves as a watch supervisor or senior controller in the ATC facility. Provides direction to all controllers in the safe, orderly and expeditious flow of aircraft. Issues and withdraws approval for facility ATC services based on traffic, workload, controller training, equipment capability, and training workload. Manages controllers on a shift to include position assignment, appointments, unexpected absences, leave scheduling, and shift overlap. Documents controller performance and adherence to military and civilian standards on Enlisted Performance Reports (EPRs). In concert with the Air Traffic Manager, routinely coordinates essential information on daily flying, ground movement, and general ATC issues with the Wing Supervisor of Flying (SOF), Operations Group Commander, Civilian and Military Airport Managers, transient military DoD pilots, civilian Air Carrier Dispatch Centers, and other interested and required agencies. Conducts and directs aircraft mishap and hazardous air traffic systems reporting. Serves as a focal point on the airfield for aircraft mishaps, system reports on hazardous air traffic activities, and ATC and pilot incident inquiries effecting the radar facility. Ensures accurate and timely reports to agencies or various local, state, and Federal departments having oversight responsibility. Conducts and performs weather-related functions as required by FAA and AF directives. Provides accurate documentation and disseminates observations to adjacent ATC facilities, aircraft, and weather personnel, in accordance with National Weather Service (NWS), FAA, DoD, and local facility directives. Evaluates weather reports from automated (AWOS, IDS-5, etc.) or other sources (i.e. Pilot Reports) and ensures weather information is accurate, specific, and timely.

Modifies, corrects, or augments as appropriate for official weather reporting. Disseminates weather warnings, Center Weather Advisories (CWA), Significant Meteorological Information (SIGMET), or Meteorological Information (MET) watch advisories as appropriate. Requests, records, and disseminates Pilot Reports (PIREPS) as mandated by FAA directives. Provides comprehensive on-the-job training for Air Force and Air National Guard personnel in accordance with Air Force, Air National Guard, FAA, and local policies and directives. Uses technical expertise and judgment for air traffic control procedures and provides hands-on training to trainee personnel using automated or formal classroom instructions. Ensures comprehensive training documentation is accomplished to accurately portray trainee status and capabilities. Ensures, USAF, ANG, and FAA computer based instruction programs are utilized by trainee and qualified controllers as required. Utilizes computer based testing and provides effective recurring, review, and proficiency training on crew. Implements changes to local training systems, as directed, and constantly evaluates those changed systems to reduce overall facility training resource use. As required, attends regular training meetings with ATC staff to provide input and expertise in revising ATC Training Programs. Utilizes guidelines consisting of USAF, ANG, FAA regulations and policies, locally established policies, procedures, agreements and directives; training software, and manufacturer's manuals/instructions. Selects appropriate techniques for accomplishing required assignments and interprets regulations and policy documents to meet ANG mission objects. Exhibits a high degree of autonomy when implementing controller decisions not specifically covered by directives or regulations. Performs other duties as assigned.

SPECIALTY QUALIFICATIONS

Rank Min/Max: NTE MSGT/E7

QUALIFICATIONS: Must maintain Ground Based Aircraft Controller Medical Standards according to AFI 48-123, Medical Examinations and Standards. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Must currently hold at least AFSC 1C151. Must currently hold SEI 056 (Tower) or SEI 364 (RAPCON). Dual facility qualifications are highly desired, but not required. Must possess a current Federal Aviation Administration AOV facility credential, FAA Form 7220-1 (Air Traffic Control Specialist Certificate/pink card) or FAA Control Tower Operators Certificate (CTO). Must maintain certifications according to AFMAN 13-204v3, Airfield Operations Procedures and Programs.

Knowledge is mandatory of: ATC principles and procedures; flight characteristics of aircraft; International Civil Aviation Organization and United States federal and military air directives; use of aeronautical charts, maps, and publications; interpretation, use, and limitations of ATC radar; use of ATC communications systems and navigational aids; and fundamentals of meteorology. United States Air Force certification as an ATC specialist satisfies these requirements. Not a part of the certification requirements, knowledge is also mandatory of principles of organization, purpose, operation, and management of ATC facilities.

Specialty requires routine access to Secret material or similar environment. For retention of AFSCs 1C1X1 and 1C100, applicant must possess a SECRET (or higher) security clearance or completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management. For retention of AFSCs 1C151/71/91/00, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

SPECIAL CONSIDERATIONS

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. Applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members.
9. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
10. Must have adjudicated Security Clearance before starting tour.
11. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Version dated Nov 2013 (Completed and Signed)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP)
3. ARCNet Readiness print out. (which will includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from myFitness
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Announcement Number, Last name, First name, Grade

Email ENCRYPTPTED Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.